

Appendix B – Modifiers and Shortcuts

Modifiers

Many operations in Eudora can be implemented by holding down one or more “modifier” keys. Eudora uses the **Shift**, **Ctrl**, and **Alt** keys as modifiers.

Shift + Check Mail	Display the Mail Transfer Options dialog to define the interaction with your POP account.
Shift + Queue/Send	Open the Change Queuing dialog.
Shift + New message command	Display the Message Options dialog to select a personality for the new message.
Shift + Insert Recipient	Insert the address(es) instead of the nickname.
Shift + Ctrl +,	Expand the nicknames in the current field to their real addresses.
Shift + Finish Address Book Entry	Finish the Address Book entry with the address(es) instead of the nickname.
Shift + Sort command	Sort in ascending order.
Shift + Transfer	Put a copy of the current message in the selected mailbox and leave the original where it is.
Shift + copy	Copies the selected text without the carriage returns (copy unwrapped).
Shift + Wrap Selection	Removes the carriage returns from the selected text (unwraps).
Shift + Save	Saves changes to all open windows.
Shift + Close	Closes all open windows.
Shift + Exit	Sets all open windows to open again when Eudora is next started.
Alt + Drag toolbar button	Moves the button on the toolbar.

Shortcuts

The shortcuts for Eudora functions are as follows:

Ctrl + .	Stop the current action	Ctrl + K	Make nickname
Ctrl + O	Open Out mailbox	Ctrl + L	Open Address Book
Ctrl + 1	Open In mailbox	Ctrl + M	Check mail
Ctrl + 6	Check Spelling	Ctrl + N	New message
Ctrl + ‘	Paste as quotation	Ctrl + O	Open file
Ctrl + ;	Find next	Ctrl + P	Print
Ctrl + A	Select all	Ctrl + Q	Exit Eudora
Ctrl + B	Make text bold*	Ctrl + R	Reply
Ctrl + C	copy	Ctrl + S	Save current window
Ctrl + D	Delete	Ctrl + T	Send queued messages
Ctrl + E	Send or Queue	Ctrl + U	Make text underlined*
Ctrl + F	Find window	Ctrl + V	Paste
Ctrl + G	Find again	Ctrl + W	Close message
Ctrl + H	Attach document	Ctrl + X	cut
Ctrl + I	Make text italic*	Ctrl + Y	Directory Services
Ctrl + J	Filter messages	Ctrl + Z	Undo
arrows	Move from one message to another in a mailbox (depends on your Miscellaneous Options).		
enter	Select the outlined button in any dialog, alert, or window, or open the selected messages.		
esc	Stop any operation currently in progress.		
F1	Eudora Help.		
page up, page down	Scroll up or down through the window.		

* 32-bit version only